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ABSTRACT

The Processing Center is a service which receives book orders from participating member libraries, consolidates them; and then orders, classifies, catalogs, and processes the books; and prepares catalog card sets. The books are sent to the member libraries ready for circulation, except for property stamping, copy or accession number and other special handling deemed necessary by the member library. The Processing Center is the initial phase of the Nevada Center for Cooperative Library Services (NCCLS) organized in accordance with provisions of the Nevada Revised Statutes entitled "Interlocal Cooperation Act". Twenty-two agencies including public libraries, school districts, university libraries, and state level libraries signed the "Agreement" under which the NCCLS was formed in 1967. The purpose of the cooperative is to "provide coordinated library services by and between each member library through the joint use of funds, personnel, equipment, and facilities regarding but not limited to purchasing, cataloging, and processing of library materials." Following the introduction, this handbook discusses the policies and procedures to be used by the member libraries. (Author/NH)

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ED 067117

NEVADA CENTER FOR COOPERATIVE LIBRARY SERVICES

PROCESSING CENTER

HANDBOOK

for

MEMBER LIBRARIES

REVISED

SEPTEMBER 1972

1

LI 003 862

FILMED FROM BEST AVAILABLE COPY

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PART 1.

INTRODUCTION

DEFINITION

The Processing Center is a service which receives book orders from participating member libraries, consolidates them; and then orders, classifies, catalogs, and processes the books; prepares catalog card sets. The books are sent to the member libraries ready for circulation, except for property stamping, copy or accession number and other special handling deemed necessary by the member library.

NEED

The Processing Center was established in order to release library personnel from the detailed technical matters concerned with the preparation and organization of books into the collection, and to enable personnel to spend more time carrying out the service function inherent in all types of libraries.

With increasing community needs and requests to expand library programs, this "released time" can be utilized by the library administrator and staff for actual program activities.

Inadequate budgets and staffing are offset through membership in the Processing Center, which eliminates the need for each library to acquire expensive bibliographical tools and to employ technical services personnel. Spending power for books is extended through mass discounts offered to members by vendors through consolidation of orders by the Processing Center.

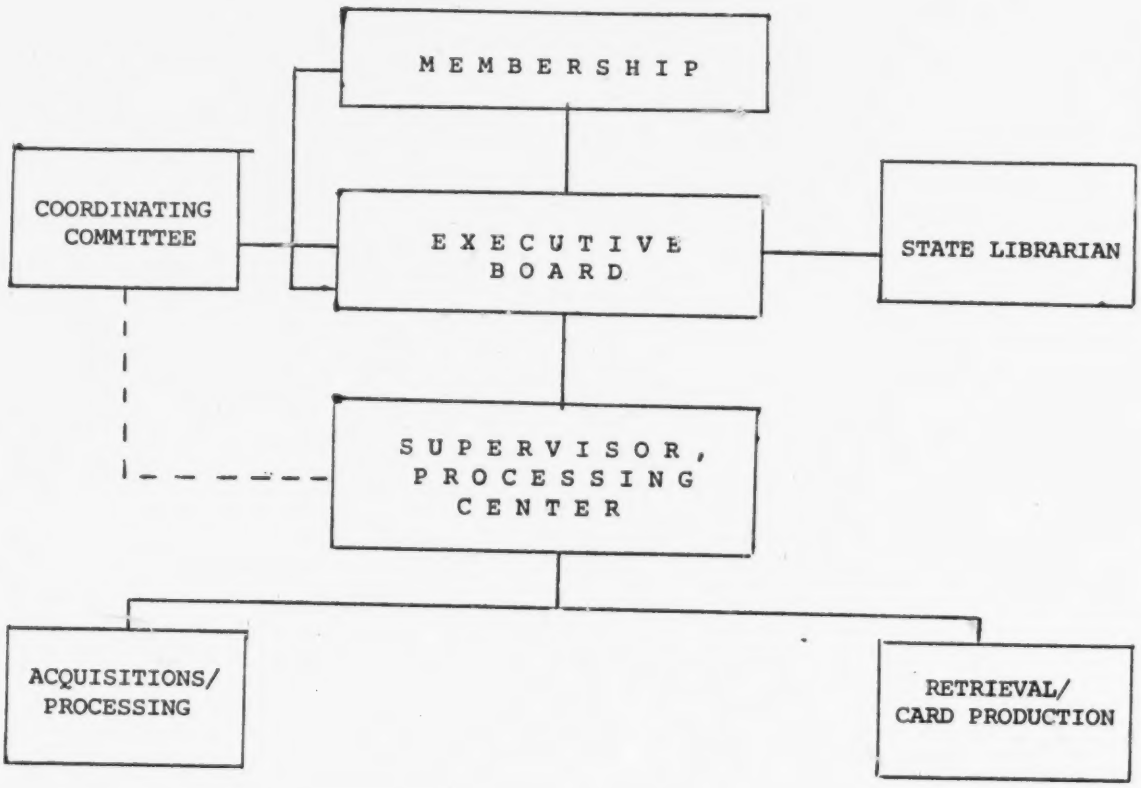
A most important consideration for a state that is inadequate in library resources is the official catalog of member library holdings that is a built-in feature of a statewide processing center. As the Nevada Library Association's Library Development Committee points out, Nevada libraries need to make available their collective resources to all citizens for purposes of borrowing for research and recreational needs. The Processing Center catalog of member libraries is the key to providing quick and efficient interlibrary loan and referral services to all Nevadans. By supporting the Center through membership, libraries contribute to the strengthening of total library service as well as receive the benefits of the official catalog.

ORGANIZATIONAL STRUCTURE

The Processing Center is the initial phase of the Nevada Center for Cooperative Library Services organized in accordance with provisions of Chapter 277 of the Nevada Revised Statutes entitled Interlocal Cooperation Act. Twenty-two agencies including public libraries, school districts, university libraries, and state level libraries signed the Agreement under which the NCCLS was formed in 1967.

The purpose of the cooperative is to "provide coordinated library services by and between each member library through the joint use of funds, personnel, equipment, and facilities regarding but not limited to purchasing, cataloging, and processing of library materials."

An Executive Board is elected from among the membership, as is a Coordinating Committee which maintains liaison between the members and the Processing Center. The Nevada State Library operates the Processing Center as a division by contract with the Executive Board.



COORDINATING COMMITTEE

The Executive Board shall appoint a Coordinating Committee which shall be composed of 3 working librarians who shall be employed by participating member libraries.

Each of the members of the Coordinating Committee shall be appointed by a majority vote of the Executive Board and shall serve for a term of two years, except that the members appointed in October, 1971, shall,by lot, serve 1, 2, and 3 years. Members to replace those whose terms have expired shall be elected following the annual meeting.

The Coordinating Committee shall meet monthly.

The Coordinating Committee and the supervisor of the Center shall be vested with the day to day supervision of the operation of the Nevada Center for Cooperative Library Services, and shall report to the Executive Board on all matters concerning the operation of the Center. The Coordinating Committee shall not make any personnel, physical or major policy changes without the approval of the Executive Board. Such approval by the Executive Board shall be given at an open meeting of the Executive Board.

Purpose

1. To establish policy and procedures for the efficient and economical operation of the PC, with emphasis on standardization and uniformity as a primary goal.
2. To communicate regularly with all participating member libraries by issuing committee reports (action of the committee) concerning policy and procedures for PC.

MEMBERSHIP

All member libraries may sign an agreement which defines the responsibilities of each party. The Office of the Attorney-General provides the necessary legal advice concerning agreements.

FORMS

The Processing Center will supply member libraries with all necessary forms at no cost, including the standard multiple-order form (see: ORDERING, page O-2) Samples of all forms will be sent to each member library for insertion in the Handbook for Members.

REVISION OF MANUAL

The Coordinating Committee invites your criticism, suggestions, and questions concerning this Handbook. It is planned that the Handbook will be evaluated annually in terms of such constructive criticism, and revisions made as necessary. In order to give the policies and procedures detailed in the following pages an opportunity for a full trial, no changes will be made for one calendar year. Pages will be furnished for inclusion as future revisions and additions are made.

AGREEMENT

This Agreement made this_____day of_____19____by and between Nevada Center for Cooperative Library Services and_____, member library.

The parties hereby agree that from_____, 19____through June 30, 19_____ the Processing Center of the Nevada Center for Cooperative Library Services will order, catalog, classify and process books for the undersigned member library under the following conditions:

The Processing Center shall perform the following services:

1. Accept orders for the purchase of library books selected by member libraries.

2. Place said orders with vendors recommended by the Coordinating Committee of the Processing Center and agreed upon by the majority of the group of libraries who are availing themselves of the services provided by said Processing Center.

3. Carry on all correspondence with vendors relating to discrepancies in shipment relative to said orders placed by the Processing Center.

4. Receive, verify and send invoices to the member library for payment.

5. Classify and catalog books in accordance with policy and procedures as agreed upon by the majority of the group of member libraries heretofore referred to and to provide catalog card sets.

6. Physically process the books, providing call numbers, book cards and pockets, plastic jackets in accordance with the procedures agreed upon by the majority of the group of libraries heretofore referred to.

7. Ship finished books to member library prepaid or by common carrier.

The Member Library agrees:

1. To order direct through the Processing Center or to have furnished directly in accordance with the Processing Center policy,_____ (volumes) books per fiscal year during the term of this contract for processing in its behalf.

2. To pay the following service charges as appropriate for services rendered:
   a. Complete service: $1.50
   b. Multiple sets-- (such as encyclopedias,etc.) First 3 volumes will be $1.50 each; each additional volume will be $.20 each.
   c. Orders for more than one copy of a title (where only one set of catalog cards is required): $1.50 for the first volume and $.80 for each additional volume.
   d. When gift books are accepted for cataloging (where no physical preparation is needed): $.60 (includes set of catalog cards, book card, pocket, and spine label).
   e. Extra sets of catalog cards: $.20 per set.

3. To pay the invoices submitted in triplicate by the vendor, and certified by the Processing Center for goods received per member library's order.

4. To follow policies and procedures determined by the Coordinating Committee of the Processing Center and presented in the HANDBOOK of the Processing Center.

This contract may be terminated by either party without further liability to either party at any time by giving 60 day written notice of intent to terminate.

_____
State Librarian for Exec. Brd., NCCLS

_____
Member (Library/Agency)

_____
(By) Position title

Approved as to form only

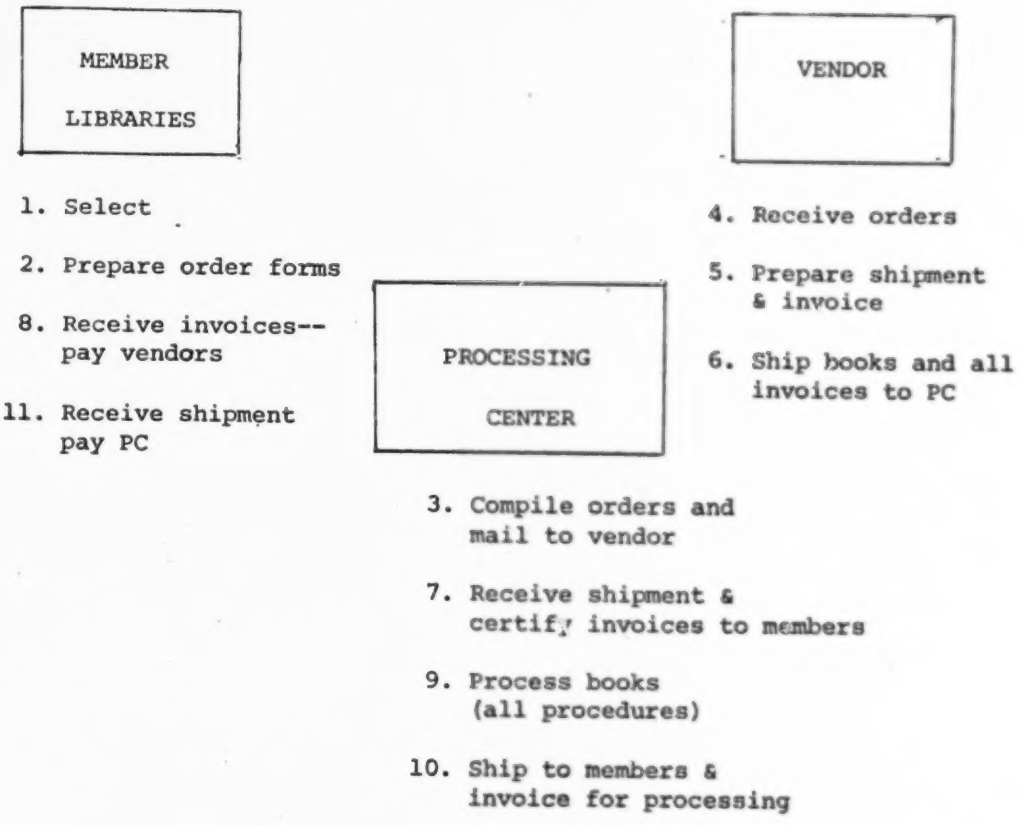
this_____day of_____

ROBERT LIST
Attorney General

By_____
Deputy Attorney General

PART II.

POLICIES AND PROCEDURES


MEMBER LIBRARIES
VENDOR
PROCESSING CENTER
1. Select
2. Prepare order forms
8. Receive invoices-- pay vendors
11. Receive shipment pay PC
4. Receive orders
5. Prepare shipment & invoice
6. Ship books and all invoices to PC
3. Compile orders and mail to vendor
7. Receive shipment & certify invoices to members
9. Process books (all procedures)
10. Ship to members & invoice for processing

CATALOGING

1. Titles cataloged without LC or other aids will follow simplified cataloging suggested in Piercy: Commonsense Cataloging. Adult and juvenile titles will conform to L. C. except:

   a. The place of publication will be given only if other than New York.

   b. Publishers will be given in a short form for well known publishers, e.g. Holt for Holt, Rinehart and Winston.

   c. Illustrations will be noted by "illus." and "maps".

   d. Added entries for compiler, editor, illustrator, joint author, etc. with the same surname as the author will be made only if their contribution is major.

   e. Paging will be indicated for final arabic number only.

   f. Birth and death dates will be eliminated.

   g. Contents will not be noted on catalog cards.

2. Author Entries: When Library of Congress information is unavailable author entries will be made according to the Anglo-American Cataloging Rules.

3. Subject Headings: Subject headings will be used as on LC proof slips or print-outs, or will be taken from the latest edition of the Library of Congress Subject Headings and its Supplements. Subject headings will be typed in all caps. The subdivision Juvenile literature will not be used. Although cross references will be made for main entries, they will not be made for subject headings. By maintaining a copy of the Library of Congress Subject Headings at the public catalog in each member library the lack of subject cross references in the card catalog will be no obstacle.

4. Cross References: Cross references will be made to forms of personal or corporate names established for use by Library of Congress from forms of names not used such as pseudonyms. These cross reference cards are sent regularly to all members with the first order by any member. Librarians who had not ordered the title at the time of the first order can file the cross reference card by the name referred to and hold until they have an entry in their catalog for that name.

5. Cards: The PC will furnish, for the first copy of a title, a book card and a complete set of catalog cards. A title card will be made for every book when indicated in the tracing. Title cards will not be made when the title is the same as the subject. Headings will be traced only on first card of multiple-card sets.

6. Duplicate sets of catalog cards will be furnished on request for libraries having branch catalogs when multiple copies are ordered. Member libraries should notify the PC if they need more than one set of catalog cards. (See ORDERING -- Service charges)

7. When monographic sets are ordered and received at the Center as sets, they will be cataloged as such with one classification number.

   Certain titles, which appear annually, or on a regular basis, will be given a base number and the Center will retain that number for successive titles.

   On other monographs, Library Congress cataloging will be accepted just as they come from the Library of Congress.

   When ordering titles, where base numbers have been established, either by the Center or within your own collection, indicate under "Notes" the classification number which has been established.

8. Series cards will be made only if indicated in the tracings.

9. When Nevada is explicit or implicit in a subject tracing, the materials will be cataloged for the Nevada collection.

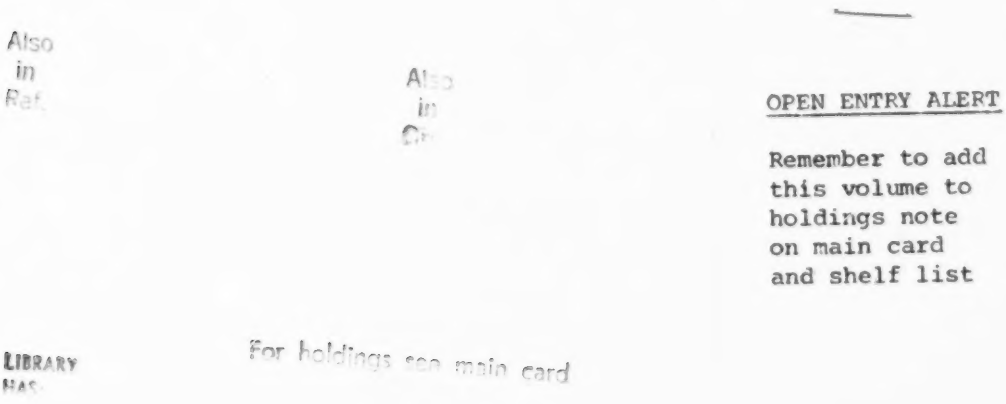
10. Title listed in Winchell's Guide to Reference Books and its supplements will be cataloged for reference, or if so requested by the ordering library.

11. Brief titles will be used on catalog cards, book cards and pockets.

12. When orders for a title are submitted for both circulation and reference collections, an extra unit card will be furnished by PC.

13. Books will be held 3 months for Library Congress Cataloging. After that waiting period, if no cataloging information is available, the title will be set aside for original cataloging.

14. Members will be responsible for special markings indicating current holdings. As a reminder, a slip denoting OPEN ENTRY will be inserted in book. SAMPLE MARKINGS:


Also in Ref.
Also in Ci
OPEN ENTRY ALERT
Remember to add this volume to holdings note on main card and shelf list
LIBRARY HAS
For holdings see main card

CLASSIFICATION

1. The PC will provide Dewey or LC classification.

2. Dewey classification is based upon the latest unabridged edition of the DDC. Dewey classification numbers will be accepted as on LC print-out using not more than three digits beyond the decimal, except in history travel, science and technology, where the Dewey number with breaks at second and fourth places beyond the decimal point, the PC will use the second place. No edition date will be added to the call number for DDC. LC number will be typed as given in print-out.

3. The first letter of the authors last name will be added on Dewey classified books.

4. Biography: Individual biographies will not be classified, but will be distinguished by the letter "B" with the subject's last name beneath. When in an LC print-out a classification number is shown and there is the letter B in parenthesis, or in brackets as a secondary recommendation, the assigned classification number will be used.

5. Collected Biography: General collected biography will be classified in 920's.

6. Reference: Reference books (whether juvenile or adult) will be marked with "ref." over the classification number. Since reference usage of books varies from library to library, the PC will use the "ref." only on obvious reference titles. (Orders for books which the member library wants as reference should be flagged in the local file so that books and cards can have the "ref." added upon receipt if the PC has not so designated) "ref" will be used on all cards and spine label.

7. Nevada: The notation "nev" will be used for books <u>about</u> Nevada. (For flagging order slips for items that the member library wants classified as Nevada see suggestions under Reference, #5 above) "nev" will be used on all cards, the pocket and spine label.

8. Juvenile and Young Adult Books: The PC will use J if the title is judged to be juvenile, and E for easy books, if indicated on print-out. No changes will be made from the original designation by the PC. Young adult books will not receive any distinguishing mark. Juvenile non-fiction will have J above the classification number. However, no further classification will be made on E books.

9. Fiction: Fiction in the English language, including translations, is not classified except for those members using LC classification and Nevada fiction. "nev" will be used for Nevada fiction and will appear on all cards, the pocket and spine label. The complete absence of any call number on the spine, catalog cards and book card and pocket indicates the item is fiction. Short stories by one or more authors are treated as fiction.

Nevada Center for Cooperative Library Services
2351 Arrowhead Drive
Carson City, Nevada 89701

Please catalog all books for _____ Library

using the DEWEY CLASSIFICATION _____

LIBRARY OF CONGRESS _____

Please include:

(select not more than 2) PLAIN WHITE NOTCHED CARD _____

PLAIN BLUE NOTCHED CARD _____

LINED WHITE NOTCHED CARD _____

LINED WHITE CARD (Gaylord 40) _____

We have ____ branch libraries and need _____ sets of catalog cards for multiple copies.

Our fiscal year end closing date for payment of invoices is _____

_____ .

Thank you

NCCLS: 5-71
PC-11

ORDERING

A. COMMUNICATIONS AND SHIPMENTS

All communications and packages are to be addressed to:

Nevada Center for Cooperative Library Services
2351 Arrowhead Drive
Carson City, Nevada 89701 (702-882-7800)

B. BOOK SELECTION

1. The PC does not recommend or select titles for purchase by member libraries. Each library selects its own books for purchase.

2. Orders will be due at PC each Friday.

3. Books will be ordered in publisher's library binding; if unavailable, trade or paper binding will be accepted. Prebound must be specifically requested by member library and noted on the order form, for #PC-1.

C. CANCELLATIONS

1. PC cannot accept cancellations from member libraries once order is placed.

2. Books ordered but not received by PC within 150 days will be automatically cancelled and member notified. For prebound titles, automatic cancellation will be after 180 days.

D. ORDERING

1. Order forms: Each member library will receive from the PC a standard multiple (5-copy) order form #PC-1.

2. Incomplete or inaccurate order forms will be returned to member.

3. Instructions for making out an order form:

   a. Type all orders. Type title in FULL CAPITALS.
   b. Under "Notes" indicate "nev" or "ref" if title is considered Nevada or Reference material.
   c. If ordering more than 1 copy, indicate "circ" and "ref," if so desired.
   d. Type in the library code number on orders in upper right hand corner.
   e. Under "List Price" give the latest available price.
   g. Include publication date of book if verified.
   h. Under "Edition", specify particular edition desired.
   i. For prebound titles, type "PRE" under "Notes".
   j. List the source of the selection; be sure to include date of publication from which selection is made and page number of review or mention.
   k. The date to be typed under "Date ordered" is the date order sent to the PC.
   l. On replacement or additional copy orders of the same title, type "DUP" and classification number in section "Notes" if catalog cards are not needed.
   m. Verify all items on order slips for accuracy.
   n. Separate the order forms at the perforations.
   o. Alphabetize order forms by TITLE.
   p. Keep last two copies for your files.
   q. Send the top three copies to the PC, keeping all slips for one title together. Separate prebound titles from all others. Each group must be alphabetized by title.
   r. Sample of properly typed order form: following page.

TITLE THE NEVADA DESERT	LIB. CODE NO. Car 1
AUTHOR Wheeler, Sessions S	NO. OF COPIES 2
PUBLISHER Caxton	
YEAR / LIST PRICE / EDITION / NO. OF VOLS. 1972 2.95	NOTES Nev 1 Ref 1 Circ
REVIEWED IN LJ 9-1-72	
DATE ORDERED / P.O. NO. 9-10-72 Date Mailed to PC	
DATE BILLED / DATE RECEIVED	

SHIP TO:
NEVADA CENTER FOR COOPERATIVE LIBRARY SERVICES
2351 Arrowhead Drive, Carson City, Nevada 89701

6479

E. INVOICES

1. The PC mails the vendor's invoice in triplicate to member library as soon as approved and certified received and date stamped. If there are any discrepancies form #PC-2 is sent to vendor attached to invoice involved. If books have to be returned to vendor or if there is a charge for a book not received, PC makes out a credit memo and sends copies of this to a member library attached to invoice.

2. Member libraries are responsible for checking prices, discounts, and totals on invoices. All financial details should be handled between the member library and the vendor.

3. Invoices are payable upon certification by the PC. Invoices should not be held for receipt of books by member library.

F. SHORT REPORTS

1. Vendor reports shorts on the invoices. Information on these reports may be noted on the order slips in the member library's "outstanding order" file. When the short report indicates a cancellation, the corresponding order slip should be pulled from the library's "outstanding order" file.

G. LONG OUTSTANDING ORDERS

1. Member libraries should check their "outstanding orders" file on a quarterly basis, and report on form #PC-4 titles that have been on order more than 150 days (or on prebounds for more than 180 days).

H. RECEIPT OF BOOKS

1. When books are received by member libraries, the shipment should be carefully checked for correct number of books and cartons as listed on the receipt form (shipping ticket), form #PC-6, and so checked for corresponding order slips.

2. If shipment is correct, shipping ticket form #PC-6 should be signed, dated and returned to the PC. If any discrepancies are found, retain shipping ticket and send check sheet to the PC together with corresponding volume if error is in book shipment. Shipping ticket and/or check sheet should be returned promptly. If books belonging to another library are received and can be identified, they should be reshipped to the correct library, and that library and the PC so informed by check sheet. If books cannot be identified they should be returned to the PC and report so made. When the PC has made corrections as asked for by the member library on check sheet, this will be returned to the member library, together with the corresponding copy of the order slip. The member library then signs the corresponding shipping ticket and forward it to the PC.

I. DEFECTIVE BOOKS

1. If a defective book is discovered by a member library, the volume should be returned to the PC with a check sheet, describing the defect and requesting replacement. When the replacement volume and invoice are received by the PC, a new book card, pocket, spine label, and plastic jacket will be furnished

Date_____

TO: Baker & Taylor

FROM: Nevada Center for Cooperative
Library Services
2351 Arrowhead Drive
Carson City, Nevada 89701

Master Account No. L11132-8
Library Account No._____

RE: Invoice No:_____of_____

RETURNING:

publisher_____

author_____

title_____

number of copies_____

REASON RETURNED:

_____did not order

_____damaged_____binding_____pages

_____incorrect author

_____incorrect title

_____incorrect edition_____
(ed. ordered)

_____incorrect publisher

_____title cancelled_____
(date)

_____duplicate rec'd. inv. no._____
of_____

_____send no charge replacement

publisher_____

author_____

title_____

NCCLS 5/71/:100s:2/1 PC-2 By_____

Date _____

NEVADA CENTER FOR COOPERATIVE LIBRARY SERVICES
2351 Arrowhead Drive
Carson City, Nevada 89701

The following titles have been on order longer than 150 days from Baker & Taylor. Please check and report on the status of these orders.

TITLE	AUTHOR	ORDER DATE	VENDOR

_____ Signed

_____ Library

NCCLS: 5-71
PC #4

TO:_____ DATE:_____

___TOTAL VOLUMES SHIPPED | KITS

___1.50 ___.80 ___.20 | .60

PLEASE ACKNOWLEDGE RECEIPT OF SHIPMENT:_____

THANK YOU

FROM: NEVADA CENTER FOR COOPERATIVE LIBRARY SERVICES
2351 Arrowhead Drive
Carson City, Nevada 89701

THIS IS NOT AN INVOICE NCCLS: 5-71 PC#6

without charge to the member library. If member library discovers defect before catalog cards are filed, the cards should be held by the member library until replacement copy is received.

2. A book that is truly defective may be returned at any time to the PC, regardless of its having been processed and circulated. Defects can be incorrect binding of signatures, double paging, covers upside down, etc. -- only printing and/or publishing defects can be corrected.

J. GIFT BOOKS AND KITS

1. It is suggested that member libraries carefully select gift books, sending only those volumes which are worthy of being cataloged remembering that most old titles require the most time-consuming and expensive type of cataloging.

2. Necessary mending of books and dust jackets must be done by member libraries before sending books for processing. Also, ownership should be stamped in books before they are shipped to the PC.

3. Libraries may elect to send bibliographical information to PC on a 3 x 5 slip rather than the actual books; PC kits include a full set of catalog cards, pocket, book card, and spine label for all titles retrievable through Center sources. If information is not available slips will be returned to member library without applying a "search" charge. (Example: following page)

4. It should be understood that gift books and kits will not have priority and therefore may take some time to process.

5. Books received by member libraries from sources other than gifts (i.e., direct ordering) may be sent to the PC following the same routine as gift books.

K. LAST COPY DISCARDED

1. It is necessary that PC be notified when a library discards its last copy of a title processed by the PC and pulls the catalog cards. Please send the PC for these discards a main entry card stamped "LAST COPY WITHDRAWN". Attach to the card or cards a copy of form #PC-5 (following page)

SAMPLE FOR KIT REQUEST

Lib. No. _____

AUTHOR _____

TITLE _____

EDITION (if any) _____ PUBLISHER _____

_____COPYRIGHT DATE(not printing date) ___

_____

PAGINATION (last page-arabic number) _____

LC CARD NO. (if available)

_____ Library

has withdrawn _____ number of titles cataloged by the Processing Center and has withdrawn the corresponding catalog cards. Attached is a main entry card stamped "Last Copy Withdrawn" for each of the titles.

_____ Signed

_____ Date

NCCLS: 5-71
PC #5

L. SERVICE CHARGES

1. Complete service: $1.50.

2. Multiple sets -- (such as encyclopedias, etc.) First 3 volumes will be $1.50 each; each additional volume will be $.20 each.

3. Orders for more than one copy of a title (where only one set of catalog cards is required): $1.50 for the first volume and $.80 for each additional volume

4. Kits for gift books, those ordered directly, etc. (where no physical preparation is needed): $.60 (includes set of catalog cards, book card, pocket and spine label).

5. Extra sets of catalog cards: $.20 per set (request on form #PC-3: following page)

NEVADA CENTER
FOR
COOPERATIVE LIBRARY SERVICE

Carson City, Nevada 89701
Telephone 882-7373

TO THE ACCOUNT OF:

Name Douglas County Public Library
Address P. O. Box 337
Minden, Nevada 89423

Invoice No. 1234
Billing Date May 27, 1971
Account No. Do #5

NO. OF COPIES	AUTHOR AND TITLE	UNIT PRICE	EXTENSION
	MONTH		
	Processing books - 17 @	1.50	25.50
	- 8 @	.80	6.40
	Kits - 4 @	.60	2.40
		PLEASE PAY THIS AMOUNT →	34.30

5655

PHYSICAL PREPARATION AND SHIPPING

1. PROCESSING

    1. Non-imprint book pockets will be pasted on the end paper facing the inside front cover.

    2. One or two book cards will be furnished (Samples - See following page)

    3. Plastic jackets will be attached (front and back) to all books with dust jackets except for pre-binds. (Dust jackets from pre-binds will be sent to member libraries for use in displays, etc.)

    4. If the author's name is not on the spine, a label with the author's name will be attached.

    5. Gummed labels for classification will be affixed to dust jacket or spine.

    6. "E" labels will not be provided.

    7. No labels will be used for adult fiction except when the author's name varies from the LC entry.

    8. In case of variant author, a label will be attached to agree with author entry.

    9. Labels for adult non-fiction will not include first letter of author's last name.

    10. Ownership stamping is the responsibility of the member library.

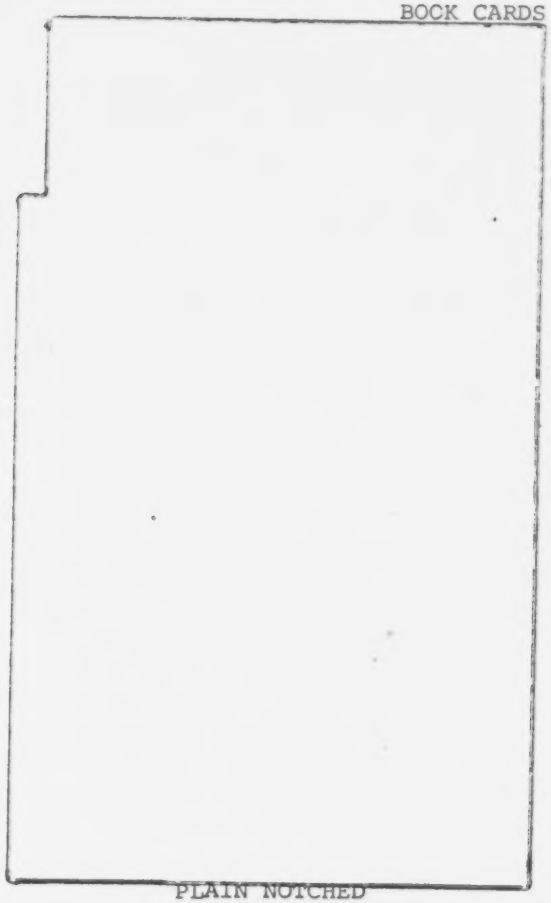
2. SHIPPING

    1. The finished books are shipped regularly once a week by the PC to member libraries via prepaid parcel post or common carrier.

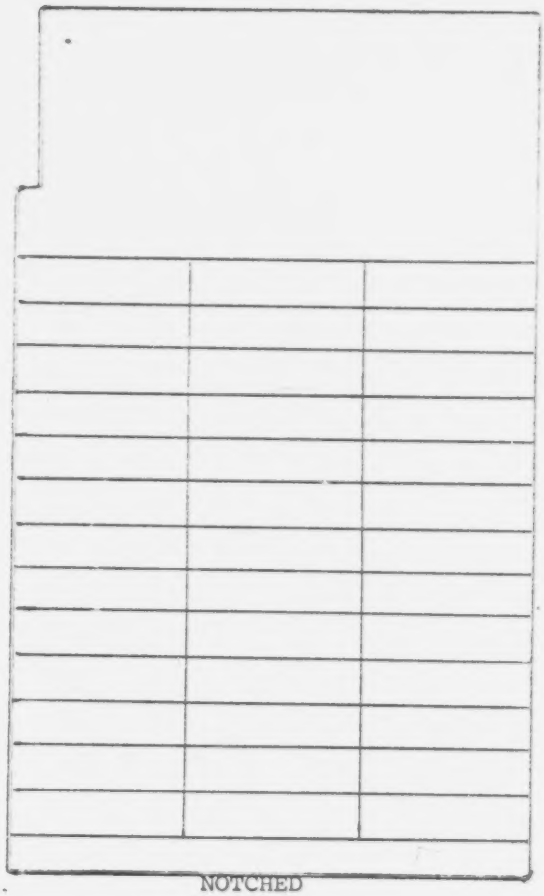
    2. One copy of the order slip with a copy of the shipping ticket attached will accompany books in shipment.

    3. Shipping ticket, form #PC-6 and check sheets, form #PC-7 reporting discrepancies should be returned promptly to the PC.

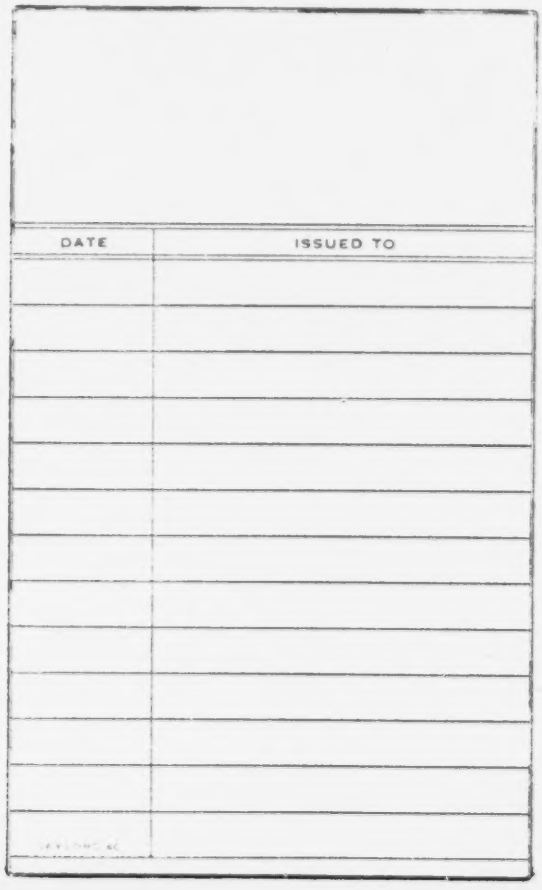
BOOK CARDS



PLAIN NOTCHED
WHITE or BLUE



NOTCHED
WHITE LINED



PLAIN LINED
(Gaylord 40)

PROCESSING CENTER CHECK SHEET

PC shipment date _____

AUTHOR AND TITLE

_____ Wrong title supplied Received _____

Ordered _____

_____ Wrong edition or binding supplied _____

_____ Insufficient cards

Cards missing _____

_____ Error in book marking _____

_____ Other _____

_____ Book (s) returned Cards returned _____
(Please indicate reason for returning book (s) and/or cards and return corresponding yellow slip if a book is returned)

_____ Discrepancy in count on shipping ticket _____ No. vols. received

_____ Book (s) not received _____
Author and title

_____ Received book (s) belonging to another library _____
Name of library

_____
Author and Title

_____ Forwarded book (s) to correct library sending that library a copy of this form.

_____ Book (s) being returned to Processing Center.

_____ Signed

_____ Library

Date _____

NCCLS: 2-71
PC# 7

Date_____

Nevada Center for Cooperative Library Services
2351 Arrowhead Drive
Carson City, Nevada 89701

Please send an additional supply of the following forms:

FORM NUMBER	QUANTITY

_____

_____Library

NCCLS: 5-71
PC #8